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U.S. CIVIL SERVICE COMMISSION  
FEDERAL EXECUTIVE INSTITUTE

ROUTE 29 NORTH  
CHARLOTTESVILLE, VIRGINIA 22903

Mr. Hugh T. Cunningham  
Director of Training  
Central Intelligence Agency  
Washington, D. C. 20505

DEC 20 1972

Dear Mr. *Hugh* Cunningham:

This letter and the enclosed pamphlet contain information about the eight-week Residential Program in Executive Education to be conducted at the Federal Executive Institute during Fiscal Year 1974.

The FEI is planning to have five eight-week Residential sessions next fiscal year, as compared to four sessions in the past two fiscal years. The eight-week Residential Program in Executive Education, as you know, is designed for executives in Grades GS-16, 17, and 18 and equivalent positions, both with career and non-career executive assignments. Selection criteria and nominating procedures are described in the FEI booklet, Criteria and Nominating Procedures for the Residential Program in Executive Education, enclosed.

The number of persons attending these sessions is determined on the basis of an agency's specific executive development needs. For Fiscal Year 1974 the attendance shares are being allocated by the Bureau of Executive Manpower of the Civil Service Commission. Because of its intimate relationship with the establishment of supergrade positions, its qualifications approval of candidates for these positions, and its agency staffing reviews, we believe the Bureau is in a better position to discuss executive development needs with you and your representatives than we are here at FEI. Your Agency Officer in the Bureau of Executive Manpower will be happy to discuss, at your convenience, the specific aspects of your executive development plans as they relate to the FEI nominations. On the other hand, if you wish to discuss the program itself, please feel free to contact us here at the Federal Executive Institute.

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The five sessions in Fiscal Year 1974 are scheduled as follows:

Session 23	Sunday, August 19 - Friday, October 12, 1973
Session 24	Wednesday, October 24 - Tuesday, December 18, 1973
Session 25	Wednesday, January 2 - Friday, February 22, 1974
Session 26	Sunday, March 3 - Friday, April 26, 1974
Session 27	Sunday, May 5 - Friday, June 28, 1974

You may want to note that we are deviating from our normal practice of starting all of our Residential Programs on Sunday, and Sessions 24 and 25 will begin on Wednesdays during Fiscal Year 1974, with one ending on Tuesday and the other on Friday, respectively.

Your agency is allocated 8 of the shares available for Fiscal Year 1974 in the session(s) listed below:

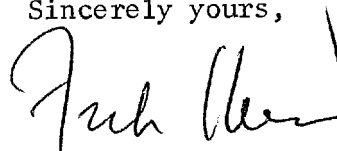
<u>Session 23</u>	<u>Session 24</u>	<u>Session 25</u>	<u>Session 26</u>	<u>Session 27</u>
1	2	2	2	1

The cost per share is \$3,500. This covers basic costs involved in operating the sessions, including books, materials, and room and board. Travel is not included, and a small per diem of \$2.50 is commonly provided by the agency.

In our booklet, you will find a set of target dates for action on share purchases and nominations. The first deadline is February 15, 1973, by which time we ask that you return your statement of intention to purchase shares to the Bureau of Executive Manpower. A form for making that statement of intention is attached. As these statements are received, purchase agreements will be sent to you for formal agency action. Transfer of funds occurs shortly after the beginning of the fiscal year.

We at FEI appreciate your past support and hope we can continue to merit your participation in the future.

Sincerely yours,



FRANK P. SHERWOOD  
Director

Enclosures (2)